

Public Safety Branch
Public Safety Group
Fire Series

FIRE DEPUTY CHIEF

2/99 (JAS)

Summary

Under general direction, as third ranking officer in the El Paso Fire Department, manage fire operations to prevent or minimize the loss of life and property from the effects of fire or other emergencies.

Typical Duties

Direct, plan, coordinate and administer citywide firefighting operations. Involves: responding to alarms of major fires and directing field operations; ensuring changes in assignment of personnel and equipment are carried out promptly and accurately; inspecting personnel, equipment and other firefighting apparatus; providing for coordination and operational consistency among shifts and districts; working closely with operation support divisions; monitoring performance and evaluating fire operations; developing new and alternative services if required; implementing operational policies and procedure; analyzes and evaluates program effectiveness; makes supervisory inspections of line operations; interprets departmental policies, standards, and procedures conducting strategic planning.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform other duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers; maintaining awareness of current statutory requirements and professional standards; preparing program reports for superiors; controlling expenditures in accordance with budget allocations; keeps records and makes written and/or oral reports.

Minimum Qualifications

Training and Experience: Completion of two (2) years of college, and twelve and one-half (12½) years of firefighting and fire prevention experience with the El Paso Fire Department, including two and one half (2½) years in the rank of District Chief (F6) or above; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of procedures and practices of modern firefighting; operations and care of equipment and firefighting apparatus; laws, ordinances, rules and regulations regarding Department activities; principles, methods, practices and techniques of fire prevention. Considerable knowledge of: first aid; rescue techniques and analysis of fire problems.

Ability to: analyze, develop, and set program goals and objectives; plan, and coordinate program activities; develop and conduct training programs; make quick and accurate decisions in emergencies; firmly and impartially exercise delegated authority to lead, motivate, train and evaluate assigned personnel; establish and maintain effective working relationships with fellow employees, officials and the general public; express oneself clearly and concisely, both orally and in writing; maintain records and prepare reports.

Skill in safe operation and care of: fire department motor vehicles in order to drive through city traffic under normal or emergency conditions.

Licenses & Certifications: Texas Class "C" Driver's License (with exemption for heavy firefighting vehicles).

Director of Personnel

Department Head